

10/05/16 PTO Communications Committee

Meeting Minutes

Present: Isabel Pipolo (*Oakside parent*), Lise Prown (*H.S. parent*), Kristin Jarvis (*Woodside parent*)

Meeting began at 6:45pm.

Committee's Role:

- Publicize PTO events and activities
- Partner with school district to promote events and keep our community informed
- Maintain website, email accounts, contact lists, and social media for the PTO
- Serve as system administrator and tech support as needed
- Assist with volunteer recruitment by creating sign-up sheets, both in print and online

Action Items:

- Isabel will work on updating the web site to include new artwork
- Lise and Isabel will collaborate on promotional/general info flyers for the PTO
- Lise and Kristin will price out car decals, buttons, and pens
- Lise will cross-post PTO promotional emails to the PEF mailing list
- It was suggested that we try to boost our Facebook posts with ads, and that we create a poll asking parents how they prefer to be contacted

Meeting ended at 7:30pm.

Next Meeting: TBD